

UNIT 4: CHARTS

OUTCOMES

At the end of this unit learners must be able to do the following with a spreadsheet:

- ↻ Represent information in a spreadsheet graphically.
- ↻ Edit charts.
- ↻ Copy charts to other documents.

4.1 OVERVIEW AND REVISION

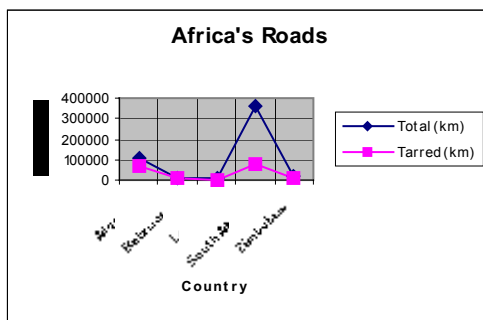
With a chart (graph) the information in a spreadsheet is represented visually so that it can be evaluated at a glance and conclusions be made from it. A minimum of two columns are used to set up a chart – the data/columns must be selected first. When the data in the columns change, the chart also changes automatically.

4.2 TYPES OF CHARTS

The charts that follow are based on the table representing the roads in Africa.

Roads		
Country	Total (km)	Tarred (km)
Algeria	104000	71656
Botswana	10217	5619
Lesotho	5940	1087
South Africa	362099	73506
Zimbabwe	18338	8692

Line chart



Bar chart

